

MILPERSMAN 1306-1500

TRAINING AND ADMINISTRATION OF RESERVE (TAR) PROGRAM

Responsible Office	NAVPERSCOM (PERS-913)	Phone:	DSN	882-4510
			COM	(901) 874-4510
			FAX	882-2673

References	10 U.S.C. 12102(a) and 12103(a) BUPERINST 1430.16E
-------------------	---

1. General Information

a. The purpose of the Training and Administration of Reserve (TAR) program is to train and administer the Naval Reserve. It is open to both male and female personnel. Enlisted TAR personnel serve in demanding billets both at sea and ashore, providing the support necessary to prepare Naval Reservists to conduct prompt and sustained operations in support of United States (U.S.) national interests. Enlisted TAR personnel may be assigned to

(1) **operational units** (e.g., Naval Reserve Force (NAVRESFOR) ships and NAVRESFOR air squadrons),

(2) **shore activities** (e.g., Naval Reserve Centers (NAVRESCENS) and Naval Air Stations (NASs)), and

(3) **major shore commands** (e.g., Chief of Naval Operations (CNO), Navy Personnel Command (NAVPERSCOM), and Commander Naval Reserve Force (COMNAVRESFOR)).

b. TAR enlisted personnel are accessed via the TAR Enlistment Program (TEP), conversion of USN and USNR personnel on active duty, and recall of Selected Reserve (SELRES) personnel to active duty. TEP provides for first-term TAR enlistment and is authorized by 10 USC 12102(a) and 12103(a). Members of this program are guaranteed "A" School training after recruit training. They incur an 8-year obligation, of which 48 months are normally served on continuous active duty. Conversion and

recalled members also incur a minimum 4-year active duty obligation.

c. Career opportunities exist in the enlisted TAR program for personnel in the following ratings:

AC	Air Traffic Controller
AD	Aviation Machinist's Mate
AE	Aviation Electrician's Mate
AM	Aviation Structural Mechanic
AME	Aviation Structural Mechanic (Safety Equipment)
AO	Aviation Ordnanceman
AS	Aviation Support Equipment Technician
AT	Aviation Electronics Technician
AW	Aviation Warfare Systems Operator
AZ	Aviation Maintenance Administrationman
BM	Boatswain's Mate
DC	Damage Controlman
DK	Disbursing Clerk
EM	Electrician's Mate
EN	Engineman
ET	Electronics Technician
HM	Hospital Corpsman
HT	Hull Maintenance Technician
IC	Interior Communications Electrician
IT	Information Systems Technician
MR	Machinery Repairman
MS	Mess Management Specialist
NC	Navy Counselor
PN	Personnelman
PR	Aircrew Survival Equipmentman
SK	Storekeeper
YN	Yeoman

d. Conversion and recall to active duty in the TAR program is normally restricted to paygrade E-5 and below and is adjudicated based upon fiscal year quotas.

e. For additional information regarding the TAR program refer to the following table for eligibility and general assignment to the TAR program.

Topic	See MILPERSMAN
Eligibility Requirements for Conversion and Recall to Active Duty in the TAR Program	1306-1502
General Assignment with the Regular Navy and Removal of the TAR Designator	1306-1504

3. **Selection Criteria.** The TAR community is small and opportunities for accession are limited. Manpower requirements (paygrade, rating, and Navy Enlisted Classification (NEC) codes) and sustained professional performance are the primary considerations for selection.

4. **Obligated Service (OBLISERV) Requirements.** OBLISERV requirements for reassignment for TAR personnel are contained in MILPERSMAN 1306-106.

5. **Reenlistment Incentive.** TAR personnel may request assignment under the Guard 2000 program. See MILPERSMAN 1306-1002 for details.

6. **TAR Sea/Shore Rotation.** TAR sea/shore rotation tour lengths are determined by rating. Refer to the current NAVADMIN for TAR sea/shore rotation tour lengths. First term TAR personnel (TEP) with 4 years initial OBLISERV will normally be assigned to a sea or shore tour to coincide with their expiration of active obligated service (EAOS). Initial sea/shore tour and projected rotation date (PRD) will be recomputed upon reenlistment, at which time the member will then be reassigned based on normal rotation.

7. **Change of Rate with Conversion or Recall to Active Duty.** Personnel in ratings not listed in paragraph 2c may request a change of rate in conjunction with conversion or recall to active duty. Change of rate requests are considered on a case-by-case basis. NAVPERSCOM, Naval Reserve Enlisted Personnel Administration Branch (PERS-913) will forward requests for change of rate to NAVPERSCOM, Reserve Enlisted Advancement/Conversion Branch (PERS-812) for adjudication. If approved, NAVPERSCOM (PERS-812) will provide the member and servicing Personnel Support Detachment (PERSUPPDET) with written procedures to effect the change of rate. For information on change of rate requirements see BUPERINST 1430.16E. If approved, the change of rate letter and TAR recall/conversion letter will be issued simultaneously.

8. **Approval Authority for Conversion and Recall to Active Duty.**

NAVPERSCOM (PERS-913) is approval authority for TAR conversion and recall to active duty. Members may submit applications for TAR conversion or recall to active duty to NAVPERSCOM (PERS-913) via their commanding officer (CO) at any time. NAVPERSCOM (PERS-913) selects members for TAR conversion and recall to active duty on a monthly basis, providing quotas are available.

9. **TAR Designation.** While serving in a TAR status, enlisted personnel will be identified as USNR (TAR) (e.g., Rate, Name, USNR (TAR), and SSN) on all orders, service record entries, and administrative correspondence. Upon release from the TAR program for any reason, the service record holder will make a NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry removing the TAR designation, at which time further use of the TAR designation will be discontinued.

10. **Hospital Orders.** Personnel who are hospitalized will be issued temporary duty (TEM DU) under treatment orders per MILPERSMAN 1306-1600. Orders hospitalizing enlisted TAR personnel will include the following statement:

<p>NAME is an enlisted TAR member under the distribution control of Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA 70149. Address availability report to NAVRESPERS-CEN (N4). Notify NAVRESPERS-CEN (N4) and last permanent duty station of final disposition if discharged or released.</p>

11. **Enlisted Manning Inquiry Report (EMIR).** COs and officers in charge (OIC) of units with enlisted TAR personnel assigned will submit Enlisted Manning Inquiry Reports (EMIR) as applicable for enlisted TAR personnel per MILPERSMAN 1306-108.